

Attention All Operators #### *** Online Validations ***

This message is for all agencies personnel who are responsible for their monthly validations.

Effective date 8/23/2006

ACJIC has now implemented the online validations. What does this mean for you? This means that you will not be receiving anymore monthly paper listings for records to be validated for a given month.

How will you now do your monthly validations?

***** **ACJIC Monthly Validation Schedule** *****

ACJIC will run the validation on the 1st Saturday of each month. Agencies should receive their Summary Validation Notification within five days after the 1st Saturday.

1. Validation Notification.

Each agency (ORI) that has records requiring validation will be sent a Validation Notification message that will summarize the validation record set for that ORI.

Example of summarize validation notification:

```
15:04 08/23/2006 883668
HFR.AL003015Y.AL0020000.
THIS MESSAGE SUMMARIZES THE AUGUST RECORDS REQUIRING VALIDATIONS BY
YOUR AGENCY WITHIN 45 DAYS OF THIS NOTICE.
```

MISSING PERSON	1
PROTECTION ORDER	149
SEX OFFENDER	17
STOLEN BOAT	6
STOLEN GUN	136
STOLEN LICENSE PLATE	10
STOLEN PART	8
STOLEN VEHICLE	39
WANTED PERSON	211
TOTAL	577
SEQ # 0036 MRI # 0883668	

Once you receive the Validation Notification Message you will be ready to start your monthly validation process.

2. Validation Transactions.

All these transactions must be done from a **freeform screen** until “Messenger” is deployed.

If you don't use **Enforcer software** or have the ability to utilize a freeform screen or a command line, please call ACJIC personnel for assistance.

- a. **QVAL.** To get a summary of monthly validation records by file type for the agency ORI. This example will list all records by file type for the month of August. Note: your default ORI would replace what is shown below and the ORI/ field would contain the base ORI for the agency. This is a repeat of the summarize notification message. You can omit this transaction if you desire and proceed to the QVAD transaction.

QVAL..ORI/ALAST0100.MON/08.

QVAL = Message key (MKE).

Followed by two periods (..).

ORI/ = Message Field Code.

ALAST0100 = would be replaced by your agency base ORI. (Validation ORI).

MON = month of validation, August would be (08).

- b. **QVAD.** Used to specify the type and number of records to be returned to the workstation for processing at the workstation.

This example will list the 1st five wanted person records for ORI ALAST0100, for August, 2006 that will require validation. You must repeat this process as many times as needed for each file until all records have been validated. Please note, the DAT parameter of "1-5" can be any valid value and would change for each subsequent request.

For records 1-5 (example)

QVAD..ORI/ALAST0100.FIL/W.DAT/1-5.MON/08

QVAD = Message key (MKE).

Followed by two periods (..).

ORI/ = Message Field Code.

ALAST0100 = would be replaced by your agency base ORI. (Validation ORI).

FIL = File Type (see below for file types).

DAT = is used to retrieve a range of records for file type.

Example: to retrieve record 1 thru 10 (DAT/1-10),

Maximum range is 50 records at a time.

MON = month of validation, August would be (08).

For records 1-25 (example)

QVAD..ORI/ALAST0100.FIL/W.DAT/1-25.MON/08

For records 6-10 (example)

QVAD..ORI/ALAST0100.FIL/W.DAT/6-10.MON/08

The file types are :

" B = Boat
" C = Convicted person on supervised release
" G = Gun
" H = Protection Order
" M = Missing person
" P = Part
" L = License plate
" S = Security
" T = Gang/Terrorist Member
" U = Unidentified person
" V = Vehicle and Vehicle/Boat Parts
" W = Wanted person
" X = Sexual Offender
" Z = Gang/Terrorist Reference Group

You are now ready to validate your records. You will follow the normal procedure that you have used in the past to validate your records.

- c. Once you finish your monthly validation, you are now ready to submit your validation certificate. The validation certificate can be found on our web site at www.acjic.alabama.gov; look for the validation certificate under Downloads. Select the record **entry month** and the form will open in a new window. Please fill out certificate and fax to ACJIC at 334-353-2116 by the certificate due date. Any questions may be directed to ACJIC Personnel at 1-800-392-8025.